

Kansas 4-H Foundation, Inc  
116 Umberger Hall, KSU  
Manhattan, KS 66506-3417  
Phone: 785-532-5881 / [www.kansas4hfoundation.org](http://www.kansas4hfoundation.org)

**Position Title:**        **Kansas 4-H Foundation Fund Development Director**

**Basic Function:**

This position works with Foundation board members, staff and 4-H state and county staff to sustain and increase financial gifts from the private sector to support Kansas 4-H Youth Development. The Fund Development Director plans and implements administrative and operational activities for the Kansas 4-H Foundation's fundraising programs, including identifying potential donors, qualifying, cultivating and soliciting donors. This position is based out of the Kansas 4-H Foundation office located on the Kansas State University campus at 116 Umberger Hall, Manhattan, Kansas.

**Duties and Responsibilities:**

- Plans and implements methods of prospect identification, cultivation and solicitation to achieve successful acquisition of funds and match donor's interests with the needs of the Kansas 4-H Foundation.
- Solicits gifts through personal contact to obtain and/or increase donor contributions.
- Plans and organizes solicitations based on direction and input from the Foundation's President/CEO, Foundation staff and Foundation trustees.
- Works with Foundation staff to implement strong donor stewardship programs and opportunities.
- Communicates at public meetings in order to provide information on the Foundation's fund development activities and progress.
- Provides assistance to donors regarding tax laws, gift policies and procedures and resolves problems in order to maintain a positive Foundation image and donor experience.
- Assists in setting both long and short-term strategies to determine resources required to meet Foundation goals and objectives.
- Prepares and interprets statistical data and confidential campaign and fundraising progress results for the Foundation President/CEO and board of trustees.

**Position Interactions and Communications:**

- Reports to the President/CEO, coordinates work with other foundation staff members and works on behalf of the Foundation's board of trustees.
- Supervises and manages the development work of Foundation staff, including donor records, annual fund and special communications.
- Works with individuals, foundations, organizational and corporate donor prospects to cultivate and solicit as potential donors to the work of 4-H and the Foundation.
- Works with Foundation staff in Manhattan and at Rock Springs 4-H Center to implement the Foundation's fundraising programs.
- Interacts with 4-H program staff and volunteers at the state and local level.

**Education and Experience:**

The job requires knowledge and experience equivalent to that gained by completing a four-year degree program in communications, marketing, business and/or related field; one to three years of related and progressively more responsible work experience in fundraising, marketing or sales and/or an equivalent combination of education and experience. Experience with capital campaigns would be helpful.

Experience and knowledge of fundraising and spreadsheet applications, specifically Blackbaud Raiser's Edge and Excel, as well as competency with other Microsoft Office programs, is preferred.

**Competencies:**

Ideal candidate has excellent oral, written and interpersonal communication skills. Candidate must have evidence of strong organizational skills and strong reputation with their ability to work in a team environment. The successful candidate should have ability to travel throughout Kansas, including occasions when overnight travel is required. Ideal candidate must have a reputation for flexibility and project a strong professional image. A Kansas 4-H background is preferred, but not required.

**Pay Range:**

Compensation and benefits will be commensurate with education, experience and demonstrated competencies.

**To Apply:**

Application package should include a one-page cover letter outlining qualifications and salary expectations, resumé and contact information for three professional references. Send complete application package by mail to:

Development Officer Search  
Kansas 4-H Foundation, Inc.  
116 Umberger Hall, KSU  
Manhattan, KS 66506-3417

Please respond by mail no later than January 14, 2012.